

**Community Challenge Grant Program
Fiscal Year 2002-2003 Scope of Work**

ATTACHMENT A

Grant Number: 99-85642 –A3 Subcontractor: City of San Bernardino, Parks, Recreation and Community Services Department

GOAL: Increase knowledge of responsible reproductive behavior and health related issues, skills and opportunity for career and employment success, and support for growth and positive change for pre-sexually and sexually active adolescents, ages 10-17

Intervention Objective	Intervention Sites	Documentation & Evaluation	
Target 15 female youth (10-17 yrs.) 10 male youth (10-17 yrs.) Intervention: Mentoring Positive interactions, which may include but are not limited to, outings, assistance with homework, facilitation of involvement in extracurricular activities, with target group by volunteer mentors 4 hours per month for a period of six months. Expected Results After at least 24 hours of face-to-face contacts between mentor and mentee, 80% of target group will show 20% increase in scores on post-test showing a greater clarity of life goals, improved perception of personal support and improved perception of self-worth. Start Date: <u>8/1/02</u> Completion Date: <u>6/30/03</u>	Parks, Recreation and Community Services City of San Bernardino Mentoring Program (Office) 547 Sierra Way - San Bernardino	<ul style="list-style-type: none"> • (Pre/post test of all participants w/80% match. • Attendance logs • Enrollment Rosters 	
	Strategy →	Key Activities/Time Frame	Staff or Subcontractor
	1. Recruit and train mentors	1 Q	5 Mentoring Program
	2. Refer 25 participants to mentoring programs	1-3 Q	5 Public Health Case managers, Parks and Recreation staff
	3. Match 25 youth mentees with mentors.	1-3Q	5 Mentoring Program
	4. Provide ongoing support training and activities for mentors and mentees.	1-4Q	4. Mentoring Program
	5. Administer pre/post tests	1-4 Q	5. Mentoring Program
	6. Maintain appropriate records, administration of forms and reports	1-4 Q	6. Mentoring Program

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Intervention Objective	Intervention Sites		Documentation & Evaluation
Target 5 female youth (10-17 yrs) 5 male youth (10-17 yrs) Intervention: Career/Job Skills Development Participants will accompany an employee of a local business on their job and complete at least 3 hours of "job shadowing." Expected Results After a minimum of 3 hours of job shadowing, 80% of the participants will show a 20% increase in concrete ideas about their future employment and career plans and state at least two educational steps necessary to achieve future employment. Start Date: <u>8/01/02</u> Completion Date: <u>6/30/03</u>	Community Hospital 1805 Medical Center Dr St Bernardine Medical Center 489 E 21 st St Local Mentor businesses; City of San Bernardino San Bernardino Arrowhead Regional Medical Ctr 400 N Pepper Colton		<ul style="list-style-type: none"> • Pre/post test of all participants w/80% match. • Attendance logs • Enrollment Rosters
	Strategy →	Key Activities/Time Frame	Staff or Subcontractor
	1. Identify youth to participate	2-4Q	1. Mentoring staff
	2. Coordinate date and time	2-4Q	2- 5. Rep. from business, DPH health educator, Mentoring program staff
	3. Arrangements made including permission forms, transportation	2-4Q	
	4. Match youth with appropriate staff	2-4Q	
	5. Program implemented	2-4Q	
	6. Pre/Post tests administered	2-4Q	1. Mentoring staff w/ health educator
	7. Appropriate forms & reports completed	2-4Q	7. Mentoring program staff

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GOAL: Increase knowledge and understanding of positive parenting, family interactions, and parent (mother and father) involvement with their children for families of at-risk youth

Intervention Objective	Intervention Sites	Documentation & Evaluation	
Target 25 families of youth ages 10-17yrs Intervention:Parent Involvement* Through home visitation and activities for youth, parents, and other family members that include presentations and workshops information and education will be provided including positive parenting, adolescent issues, communication, community resources, recreation and visual and performing arts activities. Expected Results At least 20 families will complete 4.5 hours of group and or individual sessions. 80% of participants completing will show a 20% increase in knowledge and indicate efficacy to conduct skills discussed during the workshops/sessions as assessed in post test focus groups. *Parents include significant adult/parent/guardian of a youth of the target population (10-17 years old). Start Date: <u>8/1/02</u> Completion Date: <u>6/30/03</u>	San Bernardino	<ul style="list-style-type: none"> • Local evaluation • Focus groups check list • Attendance logs • Enrollment Rosters 	
	Strategy → Key Activities/Time Frame	Staff or Subcontractor	
	1. Attend program support planning meetings 1-4Q 2. Provide training and support to Curtis Middle School staff for outreach to parents and families. 3. Identify target families and enroll 1-4Q 4. Participants participate in determining appropriate programs of interest to the target population. 1-4Q 5. Programs planned and arranged. 1-4Q 6. Publicity prepared and distributed to identified families 1-4Q 7. Pre/post tests administered 1-4Q 8. Program implemented 1-4Q 9.. Appropriate forms & reports completed 1-4Q	1-8. Mentoring staff, DPH Health Educator with support from the LLUSPH research assistant	

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GOAL: Increase knowledge and understanding of positive parenting, family interactions, and parent (mother and father) involvement with their children for families of at-risk youth

Intervention Objective	Intervention Sites	Documentation & Evaluation	
<p>Target 25 adults who are mentors, mentoring staff, and recreational staff working with at risk youth</p> <p>Intervention: Training One hour training on issues related to adolescent sexuality, responsible reproductive behavior, community resources, the adult role in helping adolescents to make responsible choices, and 40 Youth Developmental Assets.</p> <p>Expected Results After one hour of training 80% of respondents will show a 30% increase in self reported comfort level with adolescent sexuality issues and a 30% increase in knowledge of adolescent sexuality and responsible reproductive behavior, community resources, and the skills necessary to teach youth to avoid risky behaviors.</p> <p>Start Date: <u>8/1/02</u></p> <p>Completion Date: <u>6/30/03</u></p>	<p>Parks & Recreation 547 N. Sierra Way San Bernardino</p>	<ul style="list-style-type: none"> • Pre/post test of all participants w/80% match. • Attendance logs • Enrollment Rosters 	
	Strategy →	Key Activities/Time Frame	Staff or Subcontractor
	1. Identify the staff/mentors from each organization	1Q	1. Parks & Recreation mentoring and recreation staff
	2. Schedule the training sessions for optimum attendance as new mentors are recruited.	1-4Q	2. Parks & Rec. staff Health Educator
	3. Seminar adapted to meet the need of the target attendees	1-4Q	3. Parks & Rec. staff / Health Educator
	4. Training session(s) publicized to staff/mentors	1-4Q	4. Parks & Rec. staff
	5. Training Sessions held	1-4Q	5. Parks & Red. staff / Health Educator
	6. Pre/post tests administered		6. DPH Health Educator
	7. Appropriate forms and Reports completed	1-4Q	7. DPH Health Educator

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GOAL: Administrative Compliance

Intervention Objective	Intervention Sites	Documentation & Evaluation	
Target Subcontract Collaborative Partners Intervention Enter into a collaborative partnership with lead agency to fulfill the project goals and project requirements. Expected Results Contract compliance with delivery of program services including target numbers, documentation and evaluation requirements. Start Date <u>8/1/02</u> Completion Date <u>6/30/03</u>	County of San Bernardino Department of Public Health 505 N. Arrowhead Avenue, Suite 201 San Bernardino, CA 92415-0048	<ul style="list-style-type: none"> • Collaborative Meeting Attendance Rosters • Quarterly Progress Reports • Evaluation Documents • Monthly Participation Documentation 	
	Strategy → Key Activities/Time Frame	Staff or Subcontractor	
	1. Agency director and/or designee will attend at least 5 out of 6 collaborative administrative meetings 2. Program staff from each program site and mentoring program will attend at least 5 planning meetings. 3. Identify staff to participate in FOCUS Project training and/or regional or mentoring training as available. 4. Participate in evaluation activities as directed by the local and statewide evaluators 5. Submit monthly attendance and documentation for data entry by the 10 th of the following month. 6. Submit quarterly reports per requested format to the lead agency by the 10 th of the month following the end of each quarter.	1-6. Subcontractor agency director and/or designee	